



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
US ARMY RESOURCES AND PROGRAMS AGENCY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105
13 January 2003



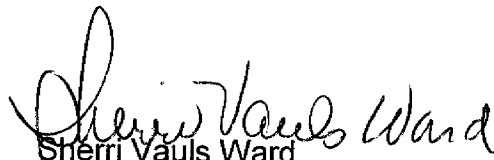
HUMAN RESOURCE
MANAGEMENT DIRECTORATE

JDRP-HR

MEMORANDUM FOR Activities Serviced by Headquarters, Department of the Army (HQDA) Civilian Personnel Advisory Center (CPAC) (Formerly Personnel and Employment Service-Washington)

SUBJECT: Transition from Easy ACCES to Resumix

1. Effective close of business 13 January 2003, the Department of the Army will transition from the use of Easy ACCES to Resumix for Career Program positions. After this date, all current Easy ACCES registrants must have a resume on file in the Central Resumix database in order to receive consideration for jobs and they must apply for specific vacancy announcements.
2. The Army Civilian Resume Builder is the preferred method for preparing a resume and supplemental data sheet for submission to any Army Resumix database. The use of the Army Civilian Resume Builder ensures that the resume is developed in a uniform manner and conforms to the proper format for processing. It is also the most efficient way to get the resume into the Central Resumix database. The Army Civilian Resume Builder may be accessed at <http://cpol.army.mil>, on the Employment page.
3. Applicants are encouraged to carefully review all Resumix instructions contained in vacancy announcements and in the Job Application Kit. The Job Application Kit is available at the HQDA CPAC website, <http://www.hqda.army.mil/pesw/>, on the Employment page.
4. In our continued commitment to provide advisory services to our customers, we remain available to advise on the RESUMIX process. For assistance, please contact your servicing specialist.


Sherri Vauls Ward
Director